

**State of Illinois
Department of Central Management Services
Bureau of Personnel
Springfield, Illinois 62706**

Supplementary Examination Announcement

UNEMPLOYMENT INSURANCE REVENUE ANALYST II - 47082 Monthly Salary Range: \$3237 - \$4749

Regular Test - No Option

Option PO – Slavic (Polish) Speaking

Option SS – Spanish Speaking

All selected options may be listed on one application.

General duties: An Unemployment Insurance Revenue Analyst II, makes the full range of unemployment insurance determinations, including those of the highest priority and complexity requiring a broad expertise in the application of the Illinois Unemployment Insurance Act; these complex and highly prioritized functions include computation and/or adjustment of employer contribution rates, predecessor/successor determinations involving multiple entity issues, assessment and collection of delinquent contributions from liable employers and/or employers in bankruptcy, processing remittances and contribution and wage reports; and/or provides work guidance and leadership to staff engaged in making unemployment insurance determinations, benefit charge assessments and adjustments, wage affidavit verifications and financial account balance adjustments; interprets and applies unemployment insurance laws and regulations.

Minimum training and experience: Completion of four years of college with major course work in accounting, business, mathematics or related field, plus three years of professional experience in account maintenance, investigation and analysis; or equivalent training and experience.

Knowledges tested: Communications; Technical Report Writing; Reading Comprehension; Mathematics, Unemployment Insurance Act.

(Continued on reverse side)

EXAMINATION SCHEDULE (EXCEPT FOR STATE HOLIDAYS)

Examinations may be cancelled without further notice as needs are met.

FLEXIBLE SCHEDULE TESTING:

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 1:30 p.m.:

CHICAGO: James R. Thompson Center, 100 W. Randolph, Suite 3-300, Chicago, IL 60601

Monday, Tuesday, Wednesday and Thursday between the hours of 8:00 a.m. – 2:00 p.m.:

SPRINGFIELD: Capitol City Center, 130 W. Mason Street, Springfield, IL 62702

BY APPOINTMENT ONLY:

CHAMPAIGN: State Regional Office Bldg., 2125 South First St., Telephone 217/278-3435

MARION: State Regional Office Bldg., 2309 West Main Street, Suite 126, Telephone 618/993-7005

ROCKFORD: E.J. "Zeke" Giorgi Center, 200 South Wyman, Telephone 815/987-7004

ILLINOIS BELL RELAY FOR BOTH LOCATIONS: (voice user) 800/526-0857 (TTY user) 800/526-0844

AN EQUAL OPPORTUNITY EMPLOYER

Moved to group a 1-2-03, Salary (RC-062-17) 7-1-06, Option PO added 10-26-04

Tests and weights: Automated multiple-choice test 100%.

****NOTE: PER THE PERSONNEL RULES AN APPLICANT SHALL NOT BE PERMITTED TO RETAKE A MULTIPLE-CHOICE AND/OR PERFORMANCE EXAMINATION UNTIL 30 DAYS HAS ELAPSED.**

Length of eligibility period: One year.

Option PO – Slavic (Polish) Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Slavic (Polish) and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Option SS - Spanish Speaking: At the time of the job interview, the eligible will be required to exhibit the ability to understand and speak Spanish and English fluently. Failure to exhibit this ability will result in disqualification for this option.

Counties in which positions are established: Cook (SS), Jefferson, Kane (PO) (SS), Peoria, Sangamon.

(PO) Indicates Slavic (Polish) Speaking Option is also established in that county.

(SS) Indicates Spanish Speaking Option is also established in that county.

Counties listed include all counties in which positions have been established, and does not represent immediate openings. This listing is based on information currently available and is subject to change.